

FAITH ACADEMY BELLVILLE

FAITH ACADEMY BELLVILLE 12177 Highway 36 Bellville, Texas 77418

Position: Executive Assistant

Schedule : FULL TIME

Description: We are seeking an individual who is passionate about Christian education and is called to work at a Christian school, supporting the administration, staff, and families.

Purpose Statement: The Executive Assistant greets admin building visitors, fields incoming phone calls, answers questions, refers individuals to the appropriate office or individual, communicates information, and provides clerical support services. We are looking for an energetic and highly motivated individual that can multitask and works well under pressure at times.

Duties:

- Greet visitors with a friendly, helpful attitude when they enter the office or call on the phone
- Coordinate travel arrangements for administrators or other staff members
- Monitor supplies for administrators and request stock when necessary
- Arrange and communicate meetings for admin personnel as requested
- Promote a positive attitude about the school
- Screen incoming phone calls and communication for admin
- Use established procedures to notify administrative staff regarding phone calls or challenges
- Assist with organizing reports and documents as requested
- Assist finance department with document retrieval or other clerical tasks
- Assist registrar, attendance clerk, and Dean of Academics with clerical duties as needed
- Assist H.R. with reference checks on potential candidates; compliance tasks; and personnel file document collection
- Assist Executive Advisor with meeting coordination, communication, meeting minutes, memos, and any other clerical needs
- Perform other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of administration

I have been crucified with Christ and I no longer live, but Christ lives in me. The life I now live in the body, I live by faith in the Son of God, who loved me and gave himself for me.

-Galatians 2:20

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Requirements:

- Strong time-management skills and an ability to organize, prioritize, and coordinate multiple concurrent projects or tasks
- Effective written and verbal communication and interpersonal skills
- Discretion and confidentiality
- Motivated self-starter with the ability to solve problems effectively
- Strong organization skills
- Flexible team player, willing to adapt to changes and unafraid of challenges
- Efficient with Microsoft Office applications (Word, Excel, Powerpoint) and an aptitude for learning new software and systems
- 2+ years of experience in a related or relevant position reporting directly to upper management
- Alignment and agreement with the school's Statement of Faith, Mission Statement, and Philosophy

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